

POSITION DESCRIPTION



Teacher of Mathematics

Reports to:	
Head of Academic Department or Line Manager	
Key Relationships:	
Internal	External
<ul style="list-style-type: none">• Students• Staff• College Leadership Team	<ul style="list-style-type: none">• Parents• Public and Professional Networks
Qualifications and Experience:	
<ul style="list-style-type: none">• Relevant Tertiary qualifications with experience in teacher Year 7-10 Mathematics• Experience teaching the WACE Mathematics Essential General course is desirable• Evidence of progress towards achieving Highly Accomplished teacher status, in accordance with the AITSL standards• Demonstrated teaching excellence in the requisite subject/s• Demonstrated knowledge of best practice pedagogy• Attention to delivering lessons that stimulate and engage all students• Highly developed communication and interpersonal skills, and the ability to build and maintain positive professional relationships with colleagues, students, parents and the general public• Exemplary organisational skills, attention to detail, confidentiality and the ability to prioritise and manage with a rapidly changing set of priorities• The ability to work collaboratively as a team member, and independently• Excellent organisational and time management skills	
Role Responsibilities:	
<ul style="list-style-type: none">• Teachers are responsible for all students assigned to their care• Maintain lesson plans, programmes, units of work, feedback and pastoral records on TA. Feed forward relevant information to the appropriate Head of Year, Deputy Principal, or Principal as required• Liaise with the appropriate support staff in the implementation of the curriculum. Closely monitor student academic progress, administer appropriate interventions (including differentiation strategies) and maintain up to date records on each student's learning, thereby enabling the needs of all individuals in the classroom to be met• Liaise with Heads of Years regarding each student so as to be informed of student progress (holistically). Facilitate appropriate individualised differentiation activities as required• Work collaboratively with the Head of Year and Head of Academic Department to encourage high aspiration and achievement (a success-oriented culture that prioritises individual excellence)• Acknowledge successful learning outcomes and achievements in a variety of ways• Maintain close and effective communication with parents concerning the progress of their child• Write formal academic records that conform to College and legislated guidelines	

POSITION DESCRIPTION



METHODIST
LADIES'
COLLEGE

Teacher of Mathematics

- Attend Parent/Student/Teacher Interviews, Celebration Nights, College Sunday, Assemblies and staff planning and professional learning and development days
- Undertake supervision duties as required, including sporting carnivals and school camps
- Record and monitor students' attendance and punctuality, working within and complying with the College processes and procedures, and state regulations
- Know each learner holistically
- Monitor behavior development, and be aware of any circumstances which may lead to irregular behavior
- Classroom management and teaching reflects effective practice
- Work collaboratively with other teachers to foster collegiality between classes, Learning Neighbourhoods and Year Groups
- Lesson time that has not been assigned to classroom teaching (DOTT) is provided for the purposes of:
 - lesson preparation
 - assessment of students' work
 - student mentoring/tutoring and meetings
- Maintain professional confidentiality at all times
- Effectively participate in the cocurricular programmes of the College, and in accordance with College procedures and expectations
- Encourage students to be active participants in the cocurricular life of the College, and enable activities to be pursued in a manner consistent with the College's values
- Other duties as directed by the Principal and/or Line Manager
- Remain conversant and compliant with the relevant College policies and guidelines relating to Child Safety and Protection
- Model and represent the College's Vision, Mission and Values at all times